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**NATURE OF WORK IN THIS CLASS:**

Employees in this class perform routine and repetitive general police clerical functions and duties related to the handling and processing of a variety of police records for the Guam Police Department under close supervision. Work involves the processing and keeping of varied police reports and records, review and intake, maintenance, dissemination and retrieval of documents for arrests, accidents, and criminal and non-criminal complaints.

**ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)**

Performs routine technical and clerical law enforcement support duties related to collecting, recording, maintaining, processing, editing and distributing confidential law enforcement data and information to police officers, investigators, outside departments/agencies and other interested parties, applying public records and privacy laws and policies in the release of information and documents.

Retrieves, receives, reviews, processes and maintains a high volume of police data reports and records of criminal investigations, arrests, accidents, complaints and incidents. Maintains logbooks, all police blotters and other permanent documents of the Guam Police Department and stores them in compliance with the Department of Administration's retention schedule and storage policy.

Reads, transcribes and disseminates information from a law enforcement computer database and other sources. Distributes and receives reports of investigative details to/from other public safety agencies.

Creates, enters and retrieves information and data such as non-criminal and criminal cases, and arrests from automated law enforcement records systems including the Law Enforcement Records Management System (LERMS) and the Virtual Computerized Criminal History (VCCH).

Process permit applications, collects fees, sets up files, enters information into computer system, receives and logs fingerprint cards.

Processes gun registration and sex/drug/arson registrants, issues/receives appropriate forms, check appropriate information and maintains accurate records. Maintains records of all firearm identification cards both concealed and non-concealed and registration of weapons.

Files, maintains, and searches criminal history files and furnishes authorized information to authorized persons. Conducts criminal history background checks and provides police clearances.



Provide copies of criminal abstracts and traffic reports for customers. Matches case files with police reports and ensures all supplemental reports are included. Provide copies of reports to other law enforcement agencies.

Assist police officers with obtaining case reports and records for court proceedings.

Collects scheduled fees for police clearances, police and traffic reports, firearms identification cards, and Guam identification cards. Acts as a Treasure Agent for the Treasurer of Guam; maintains appropriate ledgers, prepares and issues receipts for fees collected.

Provides support in collecting data, systematically or manually, for special requests/projects needed for the Police Department's operational and/ or administrative needs.

Respond to inquiries, complaints and concerns from the general public, internal customers and other departments/ agencies.

Provide courteous and expeditious customer service to police personnel, Government of Guam officials, other law enforcement personnel and the general public.

Perform related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of modern office practices, procedures and equipment

Knowledge of the record keeping and filing practice procedures both electronically and manual filing

Ability to learn and apply departmental policies, procedures, and regulations related to the maintenance, release and processing of police records, reports and information.

Ability to use and apply basic law enforcement terminology

Ability to understand law codes, regulations, policies and procedures

Ability to comprehend guidelines established by FBI UCR standards and classifies crime data accordingly

Ability to enter data and/ or retrieve information on a law enforcement database such as the Law Enforcement Management Systems (LERMS) and the Virtual Computerized Criminal History (VCCH)

Ability to type a wide variety of material documents and forms accurately and efficiently



## POLICE RECORDS CLERK I

0.153

Ability to maintain a high degree of confidentiality regarding law enforcement, arrest documents, investigations, dispositions, and all criminal history records

Ability to tactfully handle irate customers and maintain self-control

Ability to work effectively with the public and employees

Ability to communicate effectively both orally and in writing

### **NECESSARY SPECIAL QUALIFICATION**


Successful completion of a background investigation


### **MINIMUM EXPERIENCE AND TRAINING:**

- (A) One year of general clerical experience including typing, data entry, public contact work; and graduation from high school or a General Equivalency Diploma (G.E.D.); or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills

**ESTABLISHED:** APRIL 2019  
**FLSA:** NON-EXEMPT  
**PAYGRADE:** H

<b>HAY EVALUATION:</b>	<b>KNOW-HOW:</b>	<b>C I 2</b>	<b>115</b>
	<b>PROBLEM SOLVING:</b>	<b>C 2 (19%)</b>	<b>22</b>
	<b>ACCOUNTABILITY:</b>	<b>C N II</b>	<b>33 (A3)</b>
	<b>TOTAL POINTS:</b>		<b>170</b>

  
**LOURDES A. LEON GUERRERO**  
Governor of Guam

  
**EDWARD M. BIRN, Director**  
Department of Administration

